

**POSITION TITLE** : ONE (1) TDD SUPPORT PERSONNEL

**PLACE OF ASSIGNMENT** : Test Development Division  
PRC Central Office  
Nicanor Reyes Street, Sampaloc, Manila

**QUALIFICATIONS:**

EDUCATION : Bachelor's Degree  
ELIGIBILITY : None required  
EXPERIENCE : None required  
TRAINING : None required  
OTHERS: : With good communication skills and proficient in writing  
Must have excellent knowledge in MS Excel and Word

**JOB DESCRIPTION:**

- Prepare communication letters, creative materials and other documents needed by the office;
- Provide secretariat functions to preparatory and coordination meetings including arrangement of meetings, preparation and circulation of meeting materials, and other necessary documents and actions for the meeting;
- Manage correspondence, mails, and email and telephone inquiries;
- Provide assistance and support in preparing, organizing and facilitating large-scale activities relative to test construction and development;
- Perform other related function.

**SALARY** : Equivalent to SG11 or PhP 27,000/month

**MODE OF EMPLOYMENT** : Job Order

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Interested and qualified applicants must submit their Letter of Intent together with the following documents:

- Duly accomplished and notarized Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-size picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
- Photocopy of Transcript of Records
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **25 May 2023** to:

KHRISTINE S. LABAO  
Administrative Officer V (HRMO)  
Nicanor Reyes Street, Sampaloc, Manila  
[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)

